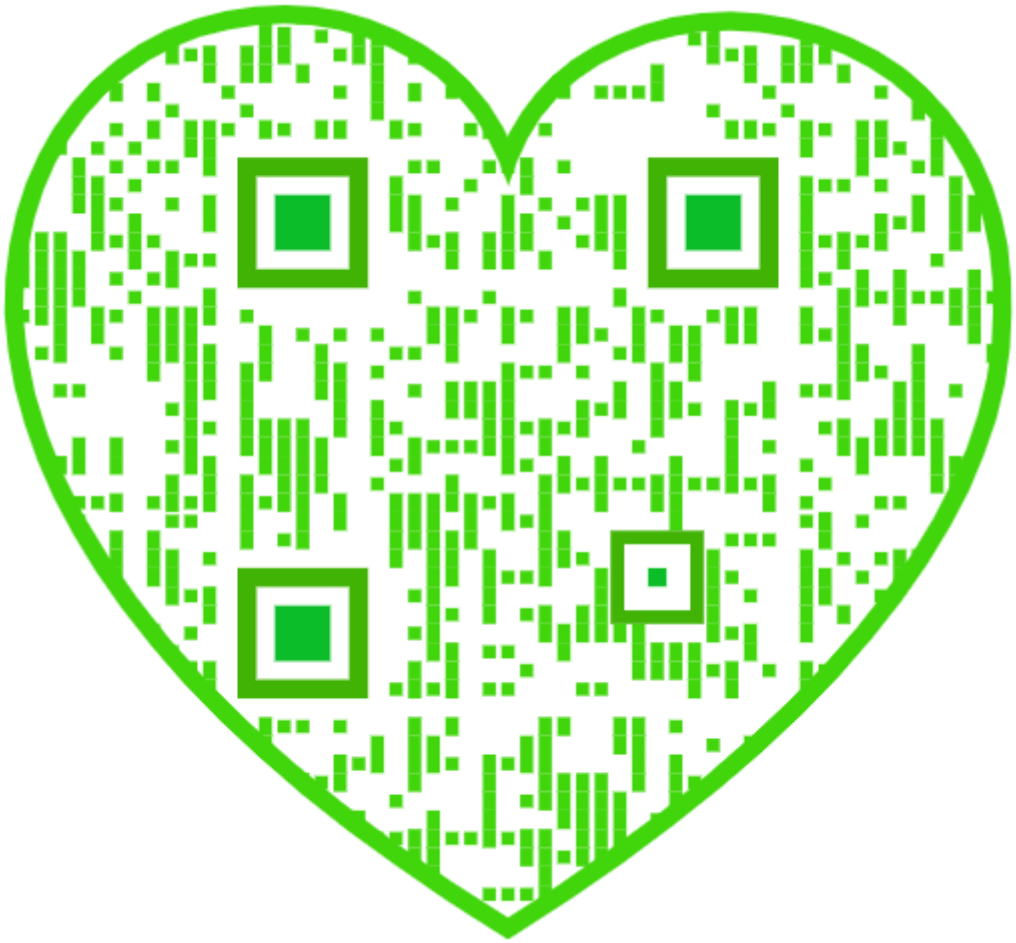
Z
56
.B46



LIBRARY OF CONGRESS.

Chap. Z56 Copyright No.

Shelf .B46

UNITED STATES OF AMERICA.

A GUIDE TO A PRACTICAL ACQUAINTANCE
WITH THE ART OF

CONDENSED LONG-HAND,

BY MEANS OF WHICH THE PRINCIPAL ADVANTAGES OF SHORT-HAND ARE SECURED WITHOUT RESORT TO STENOGRAPHIC CHARACTERS AND WITH PERFECT LEGIBILITY,

BY EUGENE BENETT.

"Who that is much in the habit of writing, has not often wished for some means of expressing by two or three dashes of the pen, that which as things are, it requires such an expenditure of time and labor to commit to paper? Our present mode of communication must be felt to be cumbersome in the last degree; unworthy of these days of invention; we require some means of bringing the operations of the mind, and of the hand, into closer correspondence. The brightest thoughts are often marred in the writing."

EDITION OF 25,000.

FEB 27 1884
No. 1437.

NEW YORK:
J. PRICE, PRINTER,
62 DUANE STREET.

1884.

"Our living flocks of thoughts need no longer trudge it slowly and wearily down the pen and along the paper, hindering each other as they struggle through the strait gate of the old hand-writing. Our troops of feelings need no more crawl, as snails crawl, to their station on the page: regiment after regiment may now trot briskly forward, to fill paragraph after paragraph: and writing, once a trouble, is now at breathing-ease. Our kind and loving thoughts, warm and transparent, liquid as melted from the hot heart, shall no longer grow opaque, and freeze with a tedious dribbling from the pen; but the whole soul may now pour itself forth in a sweet shower of words Condensed Long-hand will be of a use in the world hitherto undreamed of."

Condensed Long-hand is nothing new; it has been in daily use for years, and is the practical result of many days of labor with the pen.

Copyright secured 1884, by Eugene Benett.
Right of translations reserved.

Z 5 6 .B4 6

INTRODUCTION.

WHEN Condensed Long-hand was first constructed, the practice of it was almost confined to the reporting of speeches and sermons by professional writers for the press; the art is now in daily use, like ordinary long-hand, by thousands of persons in all parts of the world where the English language is spoken This extended practice of it has been effected by the ever-increasing activity of the age, and by the simplicity and efficiency of the system which has thus commended itself to public favor. As the causes which have produced this result continue in full force, the effects must increase until Condensed Long-hand shall become the general medium of communication by writing.

The great and desirable object which the Author believes he has accomplished in the construction of Condensed Long-hand, is briefly this:—The representation of every word that occurs in the English language, by the simple consonants which enter into their combination, and the placing of these consonants in either of the three positions above, on or through the line according to the vowel which is accented in the word and which gives it its most prominent sound (the same rule as in Stenography). These signs being of the briefest description, Condensed Long-hand is necessarily a system of Short-hand; but it must be seen, from what has been stated, that it is radically distinct from all systems of mere Stenography. In Condensed Long-hand, it may almost be said that the very sound of every word is made visible; whereas, in deciphering any of the common systems of Stenography, the context, the memory, the judgment—all must be called in to assist the eye. This is the great obstacle which has hitherto prevented Stenography from coming into general use Its illegibility when written makes us fear to trust our thoughts to its faithless keeping, and renders it quite insufficient to supersede common writing, as a means of general communication,

Condensed Long-hand combines the legibility of ordinary Long-hand, with the brevity of Short-hand The system is capable of answering every requirement of the man of science or business, as well as of the professional reporter; yet it is so simple, that its principles may be mastered in a few hours, and an hour's daily practice for a week, in reading and writing, will enable the student to use it with safety and some degree of freedom; while the same amount of practice, continued for a month, will enable anyone who has acquired facility in using the pen in common writing, to report speeches, sermons, lectures, etc., delivered at the rate of a hundred words per minute.

The student of Condensed Long-hand will find no difficulty in acquiring a knowledge of this most useful art, if he will practice according to directions:—He should first obtain a thorough knowledge of the vowels and their places, (as displayed on page 5.)

Rapidity and accuracy combined can be attained by a little practice It is necessary to use ruled paper when writing Condensed Long-hand. Either a pen or a pencil may be employed.

Origin of the Present System of
CONDENSED LONG-HAND.

ALL the systems of Stenography or Phonography which have yet been published, have consisted simply of lines or curves drawn light or heavy to represent the consonants of the words of the language. The idea of the Authors was to show the consonants; the vowels of course were not required. The accented vowel was seen by the position of the characters on, above or through the line. With the consonants and accented vowel the word could be very easily read. When any one of these various systems of Stenography or Phonography had been learned by months of careful study, and put to the test by daily use, they were found in nearly every case unfit for practice: except by a genius possessed of an extraordinary memory; one who rather remembered the matter than read the characters he had formed. He was, perhaps, a youth—or at least had learned the art while his memory was yet fresh. The majority of people found it impossible, practically, to trace the outlines rapidly with such accuracy as to be able the next day to know what phonographic letters they represented The great difficulty came in trying to distinguish what letters the different characters were intended to represent. If they were drawn nicely, and looked clear and plain, the task of reading them became an easy one.—Then practical people suggested the propriety of substituting the ordinary writing letters of Long-hand for the Stenographic characters. Although the speed would be thereby somewhat decreased the result would be a gain in legibility. The mysteries of Stenography were accordingly, abondoned for something which could be easily formed and read without hesitation Somthing which could be easily learned, understood and remembered without taxing the memory with numberless groups of optional lines and curves. Condensed Long-hand replaces the Stenographic signs by the ordinary written letters, in the three different positions for the accented vowel of the word; thus reducing Stenography to a practical system of Short-hand. With the consonants and accented vowel every word in the English language can be read. These pages contain the leading principles as practiced; the student will find very little that is hard to learn, after he has mastered the vowels and their positions. This table should claim his first attention, (it will take but twenty minutes at the most, to firmly fix it in the memory), as it is very necessary in order to thoroughly understand what follows.

VOWELS AND DIPHTHONGS.

SIMPLE VOWELS.

LONG.				*SHORT.*			
Sound. as in	*Posit'n.*	*Sound.* as in	*Posit'n.*	*Sound.* as in	*Posit'n.*	*Sound.* as in	*Posit'n.*
AH half	1	AW thought	1	ă that	1	ŏ not	1
EH pay	2	OH so	2	ĕ pen	2	ŭ one	2
EE she	3	OO poor	3	ĭ is	3	ŏŏ foot	3

DIPHTHONGS.

I 1 *as in* my. OW 3. *as in* now. OI 1 *as in oil*. U. 3. *as in* new

ORDER OF THE VOWELS.

The order of the simple vowels may be remembered by saying :—

Long Vowels.—Half pay she thought so poor.

Short Vowels.—That pen is not one (pronounced w*u*n) foot [in length].

Other sentences in which the effect of *r* upon a preceding vowel is heard, are,

Long Vowels.—*A*unt, spa*r*e me *a*ll those spoons.

Short Vowels.—*Ar*e her figs *or* fu*r*s good ?

The positions of the vowels are represented in above table by figures : 1, meaning the letters are written above the line ; 2, resting on the line ; 3, they are written through the line.

Hence, if the sound of the vowel of a word is AH as in half ; AW as in thought; ă as in that or ŏ as in not, the condensed form of the word is to be written in the first position, *viz:* above the line. If the sound of the vowel is EH as in pay; OH as in so; ĕ as in pen or ŭ as in one, the form is to be placed in the second position, that is, on the line. And if the vowel is EE as in she; OO as in poor; ĭ as in is or ŏŏ as in foot, the word must be written through the line. With the diphthongs, if the vowel sounds I as in my, the word is written in the first position. OW as in now in the third position. OI as in oil in the first position, and U as in new in the third position.

These are all the vowels to be met with, in the language.

When there are more than one vowel, the position of a word is determined by the accented vowel. That is to say, the vowel which is most distinctly heard in the pronunciation of the word.

EXAMPLES.

Bcm (2) Become.	H (3) He.	H (3) How.
Bgn (3) Begin.	Ech (3) Each.	Lk (1) Like.
D (3) Do	Fr (1) For.	M (3) Me.
Dbl (2) Double.	Frm (1) From.	Md (2) Made.
Dt (3) Doubt.	G (2) Go.	N (2) No.

By *singing* a word containing a vowel, the true sound will be heard in the long sound thus produced. Compare *pick, peek; cot, caught.*

SHORT VOWELS.

The greatest difficulty which most learners experience, lies in catching the true sounds of the short vowels. Having been accustomed all their lives to say *eh t*, at; *p ee t*, pet; *eye t*, it; *n oh t*, not; *you s*, us, they suppose that these letters really make the syllables which follow; but they do not. This difficulty arises from calling the five vowels *eh, ee, eye, oh, you.* Formerly they were called *ah, eh, ee, oh, oo.* These are the sounds they generally receive in words, and they must be so named in writing

The short sound of *a* in *mate* is *e* (say *eh* quickly) in *met.*
The short sound of *e* in *mete* is *i* (say *ee* quickly) in *mit*
The long *i* in *pine*, being a diphthong, has no short sound.
The short sound of *aw* in *naught* is *o* (say *aw* quickly) in *not.*
The short sound of *o* in *note* is very nearly *u* (*uh*) in *nut.*
The long *u*, in *tune*, being a diphthong, has no short sound.

If a word begins with a vowel it is always better to write the vowel, in order to guard against mistakes in the reading.

EXAMPLES.

Ofn (1) Often.	Ops (2) Oppose.	Unn (3) Union.
Ot (1) Ought.	If (3) If.	Agr. (3) Agree.

EXCEPTIONS.

Xl (2) Excel. Xmn (1) Examine. Undrstnd (1) Understand.

And a few others, which will be discovered in practice.

It will be seen that the preceding abbreviations are composed of one or more of the consonant letters used in the construction of the syllables they represent, the vowels being omitted. With a little experience, they will be as easily read as if written in full. Experience has shown that such omission does not impair the legibility of writing.

One is struck with the fact that the words used in conversation or composition in any department of human thought are relatively few in number. An extended investigation of this subject will demonstrate the fact, that a few hundred primitive words, most of which undergo but slight modifications in form, in accordance with the requirements of gramatical usage in respect to number, gender, person, mood and tense, or their transfer for use as other parts of speech; embrace fully nineteen-twentieths of the language ordinarily emplcyed.

It is of the first importance that the learner should read every exercise he has written that his eye may become familiarized with the words represented.

In ordinary spelling the letters SE and the letter S are often used to represent the sound of Z. In the case of certain suffixes, the legibility of the abbreviations may often be increased by employing the letter Z therefor.

EXAMPLES.

Xrcz (2)	Exercise.	Dfz (3)	Diffuse.	Dmz (1)	Demise.
Rfz (3)	Refuse.	Rmtzm (3,	Rheumatism.	Rvz (1)	Revise.

Whenever practicable, it is desirable to economize finger movement by avoiding the complex and irregular spelling of many words in the language. To this end, as a rule, silent and superfluous let-

ters should be omitted. The following examples will illustrate this manner of abbreviation:

Words.	*Condensed.*	*Words.*	*Condensed.*	*Words.*	*Condensed.*
Attempt	Atmt (2)	Though	Tho (3)	Neighbor	Nbr (2)
Caught	Cot (1)	Track	Trk (1)	Prompt	Prmt (1)
Doubt	Dt (3)	Brought	Brt (1)	Sick	Sk (3)
Plough	Plw (3)	Cough	Cf (1)	Whole	Hl (2)
Rough	Rf (3)	Empty	Emt (2)	Through	Thr (3)

PHONETIC EMPLOYMENT OF CONSONANTS.

In ordinary spelling the letter G is often used to represent the sound of J, the letter C to represent the sound of K, and the letter S to represent the sound of Z and Zh. As J, K and Z are but little used in the written language, legibility will often be increased by employing them in the places of G, C and S. Examples:

Words.	*Condensed.*	*Words.*	*Condensed.*	*Words.*	*Condensed.*
Carry	Kry (1)	Business	Bzns (3)	Wharfage	Wrfj (1)
Copy	Kpy (1)	Choose	Chz (3)	Always	Alwz (1)
Catch	Kch (1)	Diffuse	Dfz (3)	Busy	Bz (3)
Court	Krt (2)	Easiness	Ezns (3)	Cause	Kz (1)
Badge	Bj (1)	Leisure	Lzr (3)	Devise	Dvz (1)
Dodge	Dj (1)	Please	Plz (3)	Ease	Ez (3)
Large	Lj (1)	Provizo	Prvzo (1)	Has	Hz (1)
Manage	Mnj (1)	Begrudge	Bgrj (2)	Measure	Mzr (2)
Village	Vlj (3)	Drudge	Drj (2)	Pleasure	Plzr (2)
Advise	Advz (1)	Lodge	Lj (1)	Reason	Rzn (3)
As	Az (1)	Suggest	Sjst (2)	Treason	Trzn (3)

Of the words in frequent use, a few, by reason of their extreme brevity, or because of their liability to be mistaken for others if written in shortened form, must be written wholly, or in part, with their vowel letters. As they form exceptions to the general rule, they should be used in practice until they are committed to memory.

WORDS TO BE WRITTEN WITHOUT ABBREVIATION.

Ago	Got	Led	Sat
Am	Held	Met	Step
At	If	On	Us
By	Is	Our	We

It will sometimes happen that the same combination will represent two or more words; in such cases, generally, the context will determine which word is intended.

With a proper abbreviation for the most frequently recurring words in the language, the speed of an expert may be readily increased to from 120 to 150 words a minute—a rate sufficiently rapid for all uses except for reporting the utterances of swift speakers.

The word "And" is represented by &. It occurs very frequently.

The learner must constantly bear in mind the necessity of reading and re-reading the preceding exlanations until he has acquired a thorough knowledge of the methods employed for shortened representation and the principles upon which the system is based. In connection with the reading, it is of equal importance that he practice the abbreviations used in illustration thereof, until speed has been acquired in writing them and they are fixed in the memory. Each exercise so written should be read by the learner until his eye is so far educated that the abbreviations will readily convey to his mind a knowledge of the words they represent. Supposing him to have been thus through in pursuing his study and practice, he should next begin a course of practice with the abbreviations of those words which are in such frequent use in the construction of the language as to constitute fully three-fifths of the words employed in speech and composition. They are about 350 in number.

AN ALPHABETICAL LIST OF WORDS IN MOST FREQUENT USE, WITH THEIR ABBREVIATIONS.

A A (2)	Again Agn (2)	Am Am (1)
About Abt (3)	Against Agnst (2)	Among Amng (2)
Above Abv (2)	Ago Ago (2)	Amongst Amgnst (2)
According Acrdng (1)	All Al (1)	An A (1)
Across Acrs (1)	Almost Almst (2)	And & (2)
After Aftr (1)	Already Alrd (2)	Another Aothr (2)
Afternoon Aftrnn (3)	Also Als (2)	Any Ay (2)
Afterward Aftrwd (1)	Altogether Altgthr (2)	Anybody Aybd (1)
Afterwards Aftrwds (1)	Always Alwz (2,	Anything Aythng (2)

Anywhere Aywhr (2)
Anywise Aywz (1)
Are R (1)
Around Arnd (3)
As Az (1)
At At (1)
Away Awa (2)

Be B (3)
Backward Bkwrd (1)
Because Bcz (1)
Been Bn (3)
Before Bfr (2)
Beforehand Bfhnd (2)
Behalf Bhf (1)
Behind Bhnd (1)
Being Bng (3)
Beside Bsd (1)
Besides Bsdz (1)
Best Bst (2)
Better Btr (2)
Between Btw (3)
Beyond Bynd (1)
But Bt (2)
By By (1)
Can Cn (1)
Can't Cnt (1)
Certain Crtn (2)
Certainly Crtnl (2)
Could Cd (3)

Day Da (2)
Did Dd (3)
Do D (3)
Double Dbl (2)
Down Dn (3)
During Drng (3)
Each Ech (3)
Eight 8
Eighth 8h
Eighteen 18
Eighty 80
Eighty-one 81
Either Ethr (3)
Eleven 11
Else Els (2)
Elsewhere Elswr (2)
Enough Enf (2)
Entirely Ntrly (1)
Even Evn (3)
Evening Evng (3)
Ever Evr (2)
Every Evry (2)
Everybody Evrybd(1)
Everything Evrytg (3)
Everywhere Evrywr (2)
Except Xcpt (2)

Far Fr (1)
Farther Frthr (1)
Few Fu (3)
Fifteen 15
First Frst (2)
Five 5
Fifth 5h
Fifty 50
Fifty-one 51
For F
Forenoon Fnn (3)
Forever Fevr (1)
Former Fmr (1)
Formerly Fmrly (1)
Forty 40
Forty-one 41
Forward Fwd (1)
Four 4
Fourth 4h
Fourteen 14
Frequent Fqnt (3)
From Frm (1)
Full Fl (3)
Further Frthr (2)

Had Hd (1)
Half Hf (1)
Has Hz (1)
Have V (1)
He H (3)
Hence Hnc (2)
Her Hr (2)
Here Hr (3)
Hereafter Hraf (1)
Herein Hrn (3)
Heretofore Hrtfr (2)
Herself Hrsf (2)
Him Hm (3)
Himself Hmsf (2)
His Hs (3)
Hither Hthr (3)
Hour Our (3)
How H (3)
However Hevr (2)

I I (1)
If If (3)
Immediate Imdt (3)
Immediately Imdtl(3)
In In (3)
Indeed Indd (3)
Infrequent Infqnt (3)
Instead Instd (2)
Into Int (3)
Is Is
It T (3)
Itself Tsf (2)
Just Jst (2
Last Lst (1)
Latter Ltr (1)
Latterly Ltrl (3)
Less Ls (2)
Like Lk (1)
Likely Lkey (1)
Likewise Lkwz (1)
Many Mny (1)
May Ma (2)

Me M (3)
Mere Mr (3)
Messrs Msrs (2)
Might Mt (1)
Mine Mn (1)
Minute Mnt (3)
Miss Ms (3)
Mister Mr (3)
Mistress Mrs (3)
Moment Mmnt (2)
Month Mnth (2)
More Mr (2)
Morning Mrng (1)
Most Mst (2)
Much Mch (2)
Must Mst (2)
My M (1)
Myself Msf (1)

Near Nr (3)
Neither Nthr (3)
Never Nv (2)
Nevertheless Nv-ls (2)
New N (3)
Next Nx (2)
Night Nt (1)
Nine 9
Ninth 9h
Nineteen 19
Ninety 90
Ninety-one 91
No N (2)
Nobody Nbd (2)
Nor Nr (2)
Not Nt (1)
Nothing Ntg (2)
Now Nw (3)
Nowhere Nwr (2)
Of Of (1)
Often Ofn (1)
Oftentimes Ofntmz(1)

Oh Oh (2)
On On (1)
Once Onc (2)
One hundred 100
Only oy (1)
Or R (2)
Other Othr (2)
Otherwise Othrwz (1)
Ought Ot (1)
Our Our (3)
Ourselves Oursvz (1)
Out Ot (3)
Over Ovr (2)
Own On (2)

Particular Prtclr (3)
Perhaps Prhps (1)
Previous Prvs (3)
Quarter. Qrtr (1)

Rather Rthr (1)
Really Rly (3)
Recent Rcnt (3)
Right Rt (1)

Same Sam (2)
Second 2d
Seldom Sldm (2)
Seven 7
Seventh 7h
Seventeen 17
Seventy 70
Seventy-one 71
Several Svrl (2)
Shall Shl (1)
She Sh (3)
Should Shd (3)
Since Snc (3)
Sir Sr (1)
Six 6
Sixth 6h
Sixteen 16
Sixty 60
Sixty-one 61
So S (2)
Some Sm (1)
Somebody Smbd (1)
Something Smtg (3)
Somewhere Smwr (2)
Soon Sn (3)
Still Stl (3)
Subsequent Sbsqnt(2)
Such Sch (2)
Sure Sur (3)

Take Tk (2)
Tell Tl (2)
Ten 10
Than Thn (1)
That Tt (1)
The Th (3)
Their Thr (2)
Them Thm (2)
Themselves Thmsv(2)
Then Thn (2)
Thence Thnc (2)
Thenceforth Thncfr (2)
Thenceforward Thncfwd (2)
There Thr (2)
Thereby Thrb (1)
Therefore Thrfr (2)
Thereof Throf (1)
Thereunder Thrnd (2)
Thereupon Thrpn (2)
These Tz (3)
They Th (2)
Third 3d
Thirteen 13
This Ths (3)
Thither Ththr (3)
Those Thz (2)
Though Tho (2)

Through Thr (3)
Throughout Thrt (3)
Till Tl (3)
To T (3)
To-day Td (2)
To-morrow Tmro (1)
Toward Trd (2)
Towards Trdz (2)
Two 2
Twelve 12
Twenty 20
Twenty-one 21
Uncertain Uncrtn (2)
Under Ndr (2)
Underneath Ndrnth (3)
Unfrequent Unfrqnt (3)
Unless Unls (2)
Unlike Unlk (1)
Until Untl (3)
Unusual Unuzl (3)
Up P (2)
Upon Pn (1)
Upward Pwd (2)
Us Us (2)
Usual Uzl (3)
Very Vr (2)
Was Wz (1)
Way W (2)
Ways Wz (2)
We We (3)
Week Wk (3)
Well Wl (2)
Were Wr (2)
What Wt (1)
Whatever Wtevr (2)
When Wn (2)
Whenever Wnevr (2)
Where Whr (2)
Whereabouts Wrabt (3)
Whereas Wraz (1)
Whereby Wrb (1)
Wherein Wrn (3)
Whereof Wrof (1)
Whether Wthr (2)
Which Whc (3)
Whichever Whcevr(2)
While Whl (1)
Whilst Whlst (1)
Who Wh (3)
Whoever Whevr (2)
Whom Whm (3)
Why Wh (1)
Will Wl (3)
With Wth (3)
Within Wthn (3)
Without Wthot (3)
Would Wd (3)
Year Yr (3)
Yes Ys (2)
Yes sir Yss (2)
Yesterday Ystrd (2)
Yet Yt (2)
Yonder Yndr (1)
You Y (3)
Your Yr (3)
Yourself Yrsf (2)
Yourselves Yrsvz (2)

The foregoing list of words which are such important factors in the composition of the current language, should be thoroughly practiced until they can be written and read with ease and facility. This accomplished, the learner may proceed to practice the abbreviations of the other words in common use. This will be found to be an easy task. Fully two-thirds of such words are composed in part of prefixes or suffixes, or both; the abbreviations for which joined to the other letters are in most cases keys to interpret the words. With a knowledge of the principles impressed on the mind, the composition of the abbreviations will readily suggest the words they represent. But as a guide to the learner, that his practice may be restricted to those words which, with those he has already learned, make up the great body of the language, a further list of words in common use, with their abbreviations, is added. These should be practiced until they are both written and read with readiness.

AN ALPHABETICAL LIST OF WORDS IN COMMON USE, WITH THEIR ABBREVIATIONS.

Able Abl (2)
Absent Absnt (2)
Absence Absnc (2)
Absolute Absolt (3)
Accept Accp (2)
Acceptance Accpnc(2)
Accommodate Acmdt (2)
Accommodation Acmdtn (2)
Accompany Acmpny (3)
Accomplish Acmplsh (3)
Account Acnt (3)
Accustom Acstm (2)
Acknowledge Aknq(1)
Acquaint Aqnt (2)
AcquaintanceAqtnc(2)
Acquire Aqr (1)
Act Act (1)
Action Actn (1)
Addition Adtn (3)
Address Adrs (2)
Admit Admt (3)
Admission Admsn (3)
Advantage Adv (1)
Advise Avz (1)
Affect Afct (2)
Affection Afctn (2)
Affidavit Aft (2)
Afraid Afrd (2)
Agree Agr (3)
Agreement Agrmnt(3)
Alluae Ald (3)
Allusion Alsn (3)
America Amrc (2)
American Amrcn (2)
Amount Amnt (3)
Answer Ans (1)
Apartment Aprtmnt (1)
Appear Apr (3)
Appearance Aprnc (3)
Apply Apl (1)
Application Aplctn(2)
Appoint Apnt (1)
Appointment Apntmnt (1)
April Apl (3)
Approach Apch (2)
Appropriate Apprt (2)
Approve Aprv (3)
Arrange Arng (2)
Arrangement Arngmnt (2)
Arrive Arv (1)
Arrival Arvl (1)
Ascertain Acrtn (2)
Ask Ak (1)
Assert Asrt (2)
Assertion Asrtn (2)
Assign Asn (1)
Assist Asst (3)
Assistance Asstnc (3)
Association Asctn (2)
Assure Asr (3)
Assurance Asrnc (3)
Assuredly Asrdy (3)
Attempt Atmt (2)
Attend Atnd (2)
Attendance Atndnc(2)
Attendant Atndnt (2)
Attention Atntn (2)
August Aug (1)
Authority Athrt (1)
Authorize Athrz (1)
Avail Avl (3)
Available Avlbl (2)
Aware Awr (2)
Back Bk (1)
Bad Bd (1)
Balance Bal (1)
Bear Br (2)
Became Bcam (2)
Begin Bgn (3)
Began Bgan (1)
Belief Blf (3)
Believe Blv (3)
Benefit Bnft (3)
Book Bk (3)
Born Brn (2)
Break Brk (2)
Broke Brok (2)
Bring Brng (3)
Brought Brot (1)
Brother Brthr (2)
Business Bzns (3)
Busy Bz (3)
Buy By (1)
Calculate Clclt (2)
Calculation Clcltn (2)
Call Cl (1)
Came Cam (2)
Capable Cpbl (2)
Care Cr (2)
Catch Kch (1)
Cause Cz (1)
Cautious Coss (1)
Cent Cnt (2)
Center Cntr (2)
Central Cntrl (2)
Chance Chnc (1)
Change Chng (2)
Character Chr (1)
Charge Chg (1)
Choose Chz (3)

Circulation Crcltn (2)
Circumstance Crstnc (1)
City Cy (3)
Claim Clm (2)
Collect Clct (2)
Collection Clctn (2)
Come Cm (2)
Commence Cmnc (2)
Commencement Cmncmnt (2)
Communicate Cmunct (2)
Communication Cmunctn (2)
Community Cmunt(3)
Company Co (2)
Compare Cmpr (2)
Compel Cmpl (2)
Completion Cmpltn (3)
Comply Cmpl (1)
Comprehend Cmprhnd (2)
Conceive Cncv (3)
Conception Cncptn(2)
Concern Cncrn (2)
Conclusion Cnclsn (3)
Conduct Cndct (2)
Confer Cnfr (2)
Confession Cnfsn (2)
Confidence Cnfdnc(2)
Confident Cnfdnt (2)
Confine Cnfn (1)
Conformity Cnfmt(1)
Connect Cnct (2)
Connection Cnctn (2)
Consequence Cnsqnc (2)
Consequent Cnsqnt(2)
Consider Cnsdr (3)
Consideration Cnsdrtn (2)
Constant Cnstnt (1)
Constitute Cnsttt (3)
Constitution Cnsttn (3)
Continue Cntnu (1)
Convenient Cnvnt (3)
Convenience Cnvnc (3)
Converse Cnvrs (2)
Conversation Cnvrstn (2)
Convince Cnvnc (3)
Corner Crnr (1)
Correct Crct (2)
Correction Crctn (2)
Correspond Crspnd(2)
Correspondence Crspdnc (1)
Cost Cst (1)
Count Cnt (3)
County Cnty (3)
Country Cntry (2)
Countryman Cntrymn (3)
Course Crs (2)
Credit Crdt (2)
Custom Cstm (2)
Danger Dngr (2)
Daughter Dtr (1)
Deal Dl (3)
Dear Dr (3)
Death Dh (2)
Dead Dd (2)
December Dec (2)
Decent Dcnt (3)
Decency Dcnc (3)
Decide Dcd (1)
Decision Dctn (3)
Declare Dclr (2)
Decline Dcln (1)
Decrease Dcrs (3)
Deem Dm (3)
Deficient Dfcnt (3)
Degree Dgr (3)
Deliver Dlvr (3)
Deny Dny (1)
Denial Dnyl (1)
Depart Dprt (1)
Depend Dpnd (2)
Deserve Dsrv (2)
Desire Dsr (1)
Detail Dtl (2)
Determine Dtrmn(2)
Die Di (1)
Different Dfrnt (3)
Difference Dfrnc (3)
Difficult Dfclt (3)
Disappoint Dspnt (1)
Discharge Dschg (1)
Discover Dscvr (1)
Discovery Dscvry (1)
Dislike Dslk (1)
Distant Dstnt (3)
Distinct Dstnct (3)
Distinction Dstntn(3)
Distinguish Dstng (3)
Divide Dvd (1)
Division Dvsn (3)
Dollar Dlr (1)
Doubtful Dtfl (3)
Dozen Dzn (1)
Drop Drp (1)
Due Du (3)
Duly Duy (3)
Duty Dy (3)
Earth Erh (2)
Easy Ezy (3)
East Est (3)
Effect Efct (2)
Effectual Efctl (2)

Effort Efrt (2)
Embrace Embrc (2)
Employ Empl (1)
Employment Emplmnt (1)
Enable Nbl (2)
End Nd (2)
Endeavor Ndvr (2)
Engage Ngj (2)
Engagement Ngjmnt (2)
Enjoy Nj (1)
Enjoyment Njmnt (1)
Ensue Nsu (3)
Enter Ntr (2)
Enterprise Ntrprz (1)
Entertain Ntrtn (2)
Entertainment Ntrtnmnt (2)
Entire Ntr (1)
Equal Eql (3)
Error Err (1)
Especial Espcl (2)
Essential Esntl (2)
Establish Estb (1)
Estimate Estmt (2)
Event Evnt (2)
Evident Evdnt (2)
Evidence Evdnc (2)
Exact Xct (1)
Examination Xmntn (1)
Excellence Xlnc (2)
Exception Xcptn (2)
Exchange Xch (2)
Expect Xpct (2)
Experience Xprnc (3)
Explain Xpln (2)
Explanation Xplntn (2)
Express Xprs (2)
Expression Xprsn (2)
Extend Xtnd (2)
Extensive Xtnsv (2)
Extreme Xtrm (3)
Extraordinary Xtrdnr (2)
Fair Fr (2)
Familiar Fml (3)
Family Fmy (1)
Fashion Fsn (1)
Fast Fst (1)
Favor Fvr (2)
Favorable Fvrbl (2)
February Feb (2)
Feel Fl (3)
Female Fem (2)
Final Fnl (1)
Find Fnd (1)
Fine Fn (1)
Fix Fx (3)
Forget Fgt (2)
Forgot Fgot (1)
Forth Frth (2)
Fortune Ftn (3)
Fortunate Ftnt (2)
Found Fnd (3)
Friday Frda (1)
Friend Frnd (2)
Gather Gthr (1)
Gave Gv (2)
General Gn (2)
Gentleman Gnt (2)
Get Gt (2)
Got Got (1)
Glad Gld (I)
Go G (2)
Gone Gn (1)
Good Gd (3)
Grand Grnd (1)
Great Grt (2)
Habit Hbt (1)
Hand Hnd (1)
Happen Hpn (1)
Happy Hy (1)
Health Hlh (2)
Hear Hr (3)
Held Held (2)
High Hi (1)
Help Hlp (2)
Hold Hld (2)
Home Hm (2)
Honor Hnr (1)
Honorable Hnrbl (1)
Hope Hp (2)
House Hs (3)
Human Hmn (3)
Husband Hsbnd (2)
Idea Id (3)
Important Mprtnt (1)
Importance Mprtnc(1)
Impossible Mps (1)
Improve Mprv (3)
Improvement Mprvmnt (3)
Increase Incrs (3)
Independent Indpndnt (2)
Individual Indv (3)
Infer Infr (2)
Inference Infrnc (2)
Influence Inflnc (2)
Inform Infm (1)
Information Infmtn (1)
Inquire Inqr (1)
Instant Istnt (1)
Intelligent Itlgnt (2)
Intend Intnd (2)
Intention Itntn (2)
Intercourse Intrcrs(2)
Interest Ntrst (2)
Interfere Ntrfr (3)
Interrupt Ntrpt (2)

Interruption Ntrptn (2)
Interval Ntrvl (3)
Interview Ntrvu (3)
Introduce Ntrdc (3)
Introduction Ntrdctn (2)
Irregular Irg (2)
January Jan (1)
Job Jb (1)
Join Jn (1)
Judge J (2)
Judgment Jmnt (2)
July Jy (1)
June Jn (3)
Keep Kp (3)
Knew N (3)
Know N (2)
Kindness Kndns (1)
Lad Ld (1)
Lady Ldy (2)
Large Lj (1)
Late Lat (2)
Lay La (2)
Lead Ld (2)
Learn Lrn (2)
Leave Lev (3)
Left Lft (2)
Length Lngh (2)
Let Lt (2)
Letter Ltr (2)
Liable Lbl (1)
Liberty Lbrt (3)
Life Lf (1)
Limit Lmt (3)
Line Ln (1)
Little Ltl (3)
Live Lv (3)
Long Lng (1)
Look Lk (3)
Low Lw (2)
Luck Lck (2)
Madam Mdm (1)
Made Md (2)
Main Mn (2)
Make Mk (2)
Maker Mkr (2)
Man Mn (1)
Manage Mnj (1)
Management Mnjmnt (1)
Manner Mnr (1)
March Mar (1)
Mark Mrk (1)
Matter Mtr (1)
May Ma (2)
Mean Mn (3)
Men Mn (2)
Meet Mt (3)
Mention Mntn (2)
Met Met (2)
Million Mln (3)
Mind Mnd (1)
Misfortune Msftn (1)
Mistake Mstk (2)
Monday Mnda (2)
Money Mny (2)
Mortal Mrtl (1)
Mother Mthr (2)
Name Nm (2)
Namely Nmy (2)
Nature Nat (2)
Natural Natl (1)
Necessary Ncsr (2)
Need Nd (3)
Neglect Ngl (2)
Negligence Nglnc (2)
Neighbor Nbr (2)
Neighborhood Nbrhd (3)
North Nrh (2)
Notice Ntc (2)
Notify Ntf (1)
Notion Ntn (2)
November Nov (2)
Number Nmbr (2)
Numerous Nmrs (1)
Object Obj (1)
Objection Objtn (2)
Oblige Oblg (1)
Obligation Obgtn (2)
Observe Obsrv (1)
Observation Obsvtn (2)
Obvious Obvs (3)
Occasion Ocsn (2)
Occupation Ocptn (2)
Occur Ocr (2)
Occurrence Ocrnc (2)
October Oct (2)
Offense Ofns (2)
Offensive Ofnsv (2)
Office Ofc (1)
Official Ofsl (3)
Oh Oh (2)
Opinion Opn (3)
Operate Opr (2)
Operation Oprtn (2)
Opportunity Oprt (3)
Order Rdr (1)
Ordinary Rdry (1)
Pair Pr (2)
Part Prt (1)
Partial Prtl (1)
Partly Prtl (1)
Party Prt (1)
Pass Ps (1)
Pay Pa (2)
Payment Pamnt (2)
Peculiar Pcu (3)
People Pp (3)
Person Prsn (2)
Per Annum Pr An (1)

Per cent Pr Ct (2)
Perceive Prcv (3)
Perfect Prfct (2)
Perform Prfm (1)
Period Prd (3)
Permanent Prmnt (2)
Permit Prmt (3)
Place Plc (2)
Please Plz (3)
Pleasure Plzr (2)
Point Pnt (1)
Policy Pol (1)
Popular Pplr (3)
Portion Prtn (2)
Position Pstn (3)
Positive Pstv (3)
Possess Pss (2)
Possession Pssn (2)
Possible Psbl (2)
Power Pwr (3)
Practice Prcts (3)
Precious Prss (2)
Prefer Prfr (3)
Prepare Prpr (2)
Present Prsnt (2)
Principal Ppl (1)
Privilege Prvg (3)
Procure Prcu (3)
Produce Prdc (3)
Profess Prfs (2)
Profession Prfsn (2)
Profit Prft (1)
Profitable Prftbl (1)
Progress Prgrs (1)
Prominent Prmnt (1)
Prompt Prmt (1)
Proof Pf (3)
Proper Prpr (1)
Property Prprt (1)
Proportion Prptn (2)
Propose Prps (2)
Prove Prv (3)
Public Pb (2)
Purpose Prpos (2)
Pursue Prsu (3)
Put Pt (3)
Question Q (2)
Quick Qk (3)
Quiet Qet (1)
Quite Qt (1)
Rail-road Rlrd (2)
Raise Rz (2)
Ran Ran (1)
Rate Rt (2)
Read Rd (3)
Ready Rdy (2)
Real Rl (3)
Reason Rzn (3)
Receive Rcv (3)
Receipt Rct (3)
Recollect Rclct (2)
Recommend Rcmnd (2)
Refer Rfr (2)
Refuse Rfz (3)
Regard Rgd (1)
Regular Rg (2)
Relate Rlt (2)
Relation Rltn (2)
Remain Rmn (2)
Remark Rmk (1)
Remarkable Rmkbl (1)
Remember Rmbr (2)
Render Rndr (2)
Repeat Rpt (3)
Reply Rpl (1)
Report Rprt (2)
Represent Rprsnt (2)
Request Rqst (2)
Require Rqr (1)
Respect Rspct (2)
Respectable Rspctbl (2)
Responsible Rspnsbl (1)
Return Rtrn (1)
Rise Rz (1)
Room Rm (3)
Round Rnd (3)
Run Rn (2)
Sake Sk (2)
Sale Sl (2)
Said Sad (2)
Satisfy Stf (1)
Satisfaction Stfctn (2)
Satisfactory Stfctry (2)
Saw Sw (1)
Say Sa (2)
See S (3)
Seek Sk (3)
Select Slct (2)
Sell Sl (2)
Send Snd (2)
Sense Sns (2)
Sensible Snsbl (2)
Sent Snt (2)
Separate Seprt (2)
September Sept (2)
Serve Srv (2)
Servant Srvnt (2)
Service Srvc (3)
Settle Stl (2)
Settlement Stlmnt (2)
Show Sho (2)
Sick Sk (3)
Side Sd (1)
Sight Sit (1)
Sign Sn (1)
Signify Snf (1)
Simply Smpy (3)
Single Sngl (3)
Singular Snglr (3)

Sister Ss (3)
Sit St (3)
Situation Sitn (2)
Slow Slo (2)
Small Sml (1)
Society Scty (1)
Son Sn (2)
Sort Srt (2)
Sought Sot (1)
Source Src (2)
South Sth (3)
Space Spc (2)
Spacious Spass (2)
Speak Sp (3)
Special Spc (2)
Specify Spcf (1)
Spoken Spkn (2)
Spring Spg (3)
Square Sq (2)
Stand Stnd (1)
State Stt (2)
Statement Sttmnt (2)
Start Strt (1)
Station Sttn (2)
Stay Sta (2)
Step Step (2)
Stood Std (3)
Stop Stp (1)
Street St (3)
Strength Strgh (2)
Strong Strg (1)
Study Std (2)
Subject Sbj (2)
Submit Sbmt (3)
Substance Sbstnc (1)
Sufficient Sfcnt (3)
Suggest Sjst (2)
Suggestion Sjtn (2)
Suit St (3)
Summer Smr (2)
Sunday Snda (2)
Superior Sprr (3)
Support Sprt (2)
Suppose Sps (2)
Surprise Srprz (1)
Suspect Sspct (2)
Suspicion Ssptn (3)
Suspicious Sspss (3)
System Sstm (3)
Take Tk (2)
Taken Tkn (2)
Taught Tot (1)
Telegraph Tlg (1)
Telegram Tlgm (1)
Thank Thk (1)
Thing Tg (3)
Think Th (3)
Thorough Thor (2)
Thought Thot (1)
Throw Thr (2)
Threw Thr (3)
Thrown Thrn (2)
Thursday Thda (2)
Time Tm (1)
Tell Tl (2)
Told Tld (2)
Took Tk (3)
Trace Trc (2)
Trade Trd (2)
Travel Trvl (1)
Traveller Trvlr (1)
Treat Trt (3)
Treatment Trtmnt (3)
Trifle Trfl (1)
Trouble Trbl (2)
Troublesome Trblsm (2)
True Tr (3)
Truth Trth (3)
Try Tr (1)
Tuesday Tsda (3)
Turn Trn (2)
Unable Nbl (2)
Uncommon Ncmn (1)
Undergo Ndrg (2)
Understand Ndstnd (1)
Understood Ndrstd(3)
Undertake Ndtk (2)
Undertook Ndtk (3)
Undoubtedly Ndtdy (2)
Uneasy Nezy (3)
Unequal Neql (3)
Uneven Nevn (3)
Unexpected Nxpcd(3)
Unfair Nfr (2)
Unfavorable Nfvbl(2)
Unfriendly Nfrndl(2)
Unfortunate Nftnt(1)
Unknown Nkn (2)
Unhealthy Nlthy (2)
Unhappy Nhy (1)
Unkind Nknd (1)
Unnatural Nnatl (1)
Unnecessary Nncr (2)
Unpopular Nppr (1)
Unreasonable Nrzbl (3)
Unsatisfactory Nstfr (3)
Untrue Ntr (3)
Untruth Ntrh (3)
Unwell Nwl (2)
Unwilling Nwllng (3)
Use Uz (3)
Useful Uzf (3)
Useless Usls (3)
Value Vlu (1)
Valuable Vlbl (1)
Vast Vst (1)
View Vu (3)
Village Vlj (3)

Virtue Vrtu (3)	Whole Hl (2)	Women Wmn (3)
Want Wnt (1)	Wholly Hly (2)	Work Wrk (1)
Wealth Wlh (2)	Wife Wf (1)	World Wld (1)
Wealthy Wlhy (2)	Winter Wntr (3)	Worse Wrs (1)
Weather Wthr (2)	Wish Wsh (3)	Worst Wrst (1)
Went Wnt (2)	Worth Wrh (2)	Write Rt (1)
West Wst (2)	Woman Wmn (3)	Wrong Rng (1)

It will doubtless occur to the learner that in many instances shorter abbreviations might be used than those selected. A combination of letters having been assigned to represent a word, it is advisable that it be uniformly used therefor, even though the derivative might be still further shortened without interfering with legibility. But it is better to avoid extreme abbreviation until experience shall show that it can be used with safety.

PUNCTUATION.

But little regard need be paid to punctuation when writing swift. An interrogation point, however, may be indicated. A comma and semi-colon and a period also—by the ordinary signs.

PHRASING.

As stated, the list of words used in the current language is comparatively small. Hence, it must often happen in the construction of sentences, that two or more words will be grouped together in phrases and become familiar to the sight and hearing The abbreviations for such words may often be written without spaces being left between them, and the experienced and intelligent writer will soon learn to recognize the group of words they represent as readily as if each were separated by a space from the other. As the omission of spaces will further economize finger movement, they may be omitted to the extent that they will accelerate speed and not impair legibility. It is difficult to lay down a rule which will exactly define the extent to which this expedient may be applied; it must be determined by experience and the necessity shown for its employment. But, as a guide to the learner, the following general statement will be found of service:

Whenever two or more words occur so frequently together that their abbreviations can, with safety, be written without spaces,

and with no more thought than would be required to write them separately, and the abbreviations thus made can be easily read—then spaces may be omitted in every case.

The position of the first word determines the position of the phrase.

The following examples of phrases will illustrate the application of this principle:

It is very necessary that Tisvrncstt (3)	At the time of Atthtmo (1)
I have no doubt of it Ivndtot (1)	To a great extent Tagrtxtnt (3)
As soon as possible Azsnazpsbl(1)	There was nobody there Thrwznbdthr (2)
At the present moment Atthprsntmmnt (1)	Under the circumstances Ndrthcrcmstncz (2)

This expedient for saving finger movement is familiar to fast writers who, in practical reporting, write common phrases, without lifting the pen from the paper, and the group of words thus written are to them as legible as though each word had been written apart from the others.

It is well for the student, however, in his early practice to exercise some degree of care in the making of phrases; and in all cases to feel a reasonable assurance that the words occur in connection with such frequency that they can, with experience, be written without a conscious effort of the mind being employed to group them together.

To attempt to prepare a list of phrases which can be safely made, would be a useless task, for the combinations of common words are so numerous that they would suffice to fill a book of themselves. A few examples need only be given by way of illustration, and the study of these will disclose the methods at present in use. By a little practice the requirements for every pursuit can easily be obtained.

A LIST OF ORDINARY PHRASES.

As a matter of course Azamtrocrs (1)	As if it had been Azifthdbn (1)
As near as I can remember Aznrazicnrmbr (1)	At liberty to Atlbrtt (1)
	As I regard it now Azirgrdtnw (1)

At first Atfrst (1)
As great as Azgrtaz (1)
At some time Atsmtm (1)
As much as possible
Azmchazpsbl (1)
Are you sure Rysur (1)
At all events Atalevnts (1)
Anything like it Aythylkt (1)
As many as possible
Azmnyazpsbl (1)
As good as can be Azgdazcnb (1)
At that time Attttm (1)
Any more than Aymrthn (1)
Always ready Alwzrdy (1)
As sure as Azsuraz (1)
All that can be done
Alttcnbdn (1)
As it would Aztwd (1)
As it seems to me Aztsmstm(1)
Any more than Aymrthn (1)

By which means Bywchmns(1)
By itself Bytsf (1)
By mail Byml (1)
Be likely to know Blklytn (3)
By means of which
Bmnsowch (1)
By telegraph Bytlg (1)
Before this time Bfrthstm (3)
By that time Bytttm (1)
By express Byxprs (1)

Can it be possible Cnitbpsbl (1)

Do you mean to say Dymntsa(3)
Do you regard it Dyrgrdt (3)
Does it seem to you Dztsmty (2)
Do you believe it is so
Dyblvtss (3)
Do you suppose that it will
Dyspsttl (3)
Do you recollect Dyrclct (3)
Do you expect that Dyxpctt (3)

For several weeks Fsvwks (1)
For several years Fsvryrs (1)
For themselves Fthmsvs (1)
From place to place
Frmplctplc (1)
For the most part Fthmstprt (1)
From that time to the present
Frmtttmtthprsnt (1)
For ever and ever Frev&ev (2)
For instance Frinstnc (1)
For a long time Fralngtm (1)
For some time Frsmtm (1)

How many days Hmnydz (3)
He had no reason for it
Hhdnrznfrt (3)
He stated to me that it was so
Hsttdtmtttwzs (3)
He is out of town Hisototn (3)
He is most likely to
Hismstlklyt (3)
He may not have had
Hmntvhd (3)
Have you stated all you recollect
Hvysttdalyrclct (2)
Human beings Hmnbngs (3)
Have you made Hvymd (1)
Human nature Hmnntr (3)

I should not have been
Isdntvbn (1)
I want to have it done
Iwnttvtdn 1
I mean to be there Imntbthr (1
I expect it will be done
Ixpcttwlbdn (1)
I have been told that he said
Ivbntldtthsd (1)
It is very seldom Tisvrysldm (3)
On his part Onhzprt (1)
It is too much Tistmch (3)
I am sure of it Iamsurot (1)

Just as far as possible Jstazfrazpsbl (2)
Just as long as he can Jstazlngazhc (2)
Just as well as Jstazwlaz (2)
Just as good Jstazgd (2)
Let us bear in mind Ltusbrinmnd (2)
Let us see Ltusse (2)
Let us consider Ltuscnsdr (2)
Let us take into consideration Ltustknteusdrín (2)
Long time ago Lngtmago (1)
Let us be sure that Ltusbsrtt (2)
Let us remember Ltusrmbr (2)
Let us take care Ltustkcr (2)
Left hand corner Lfthndcrnr (2)
Let me tell you Ltmtly (2)
My dear sir Mdrsr (2)
More than ever Mrthnevr (2)
My dear madam Mdrmdm (1)
Many times Mnytms (1)
My own opinion is Monopnis (1)
Not necessarily Ntncsy (1)
Not an instant Ntanistnt (2)
No longer ago than last week Nlngragothnlstwk (2)
No more than anybody else Nomrthnaybdels (2)
Not a moment Ntammnt (1)
Not now Ntnw (1)
On all subjects Onalsbjcts (1)
Our own Ouron (3)
On either hand Onethrhnd (1)
On his own account Onhzonacnt (1)
On the one side Onthonsd (1)
On that day Onttda (1)
Post office Pstofc (2)
Peculiar circumstances of the case Pculrcestnczothcs (3)
She should have it done Shsdvtdn (3)
Some other person Smothrprsn (1)
Such was my belief Schwzmblf (2)
Such as it is Schaztis (2)
Some one or other Smonrothr (2)
That it must be Thttmstb (3)
This morning Thsmrnng (3)
Till it has been Tlthzbn (3)
There can be no question about it Thrcnbnqabtit (2)
The manner in which it is done Thmnrinwhchtisdn (2)
They would not have been satisfied Thwdntvbnstsfd (2)
To some extent Tsmxtnt (3)
They are very likely to be Thrvrylklytb (2)
They think that they will Ththnkttthwl (2)
Under ordinary circumstances Ndrordyccstncz (2)
Until it has been Ntlthzbn (2)
Upon which Pnwch (2)
Very often it is so Vryofntiss (2)
Very great Vrygrt (2)
Very much has been said Vrymchhzbnsd (2)
Very soon Vrysn (2)
Without any doubt Wthtaydt (3)
We mean to be certain Wmntbertn (3)
When is it necessary Whnisitncsr (2)
With his approval Wthzaprvl (3)

We hope to have Whptv (3)
Which has been Whchsbn (3)
We have seen him Wvsnhm (3)
What has been done in regard to it Whthzbndninrgrtit (1)
We could not understand it Wcdntndrstndit (3)
Who was there Whwzthr (3)
You may depend upon it Ymdpndpnt (3)
You must admit Ymstadmt (3)
You are certain Yrcrtn (3)
You are quite likely to Yrqtlklyto (3)
You may take charge of it Ymtkchgoit (3)

The student should not be too anxious to write phrases until he can first read and write disjoined words with ease and facility; phrasing will come with practice.

The list of words on pages 9, 10, 11 and 12 are those which are principally used in the construction of derivative words. Many of the derivatives undergo slight changes in form, generally in their terminal syllables. Under the rules of grammar in relation to number, person mood or tense, such changes involve modifications in the abbreviations; these are in nearly all cases uniform, and may be included in the following rules:

The plural of substantives is indicated by the letter S or Z, the use of the one or the other of the letters being determined by the pronunciation.

EXAMPLES.

Account Acnt (3)	Advantages Advz (1)	Change Chng (2)
Advantage Adv (1)	Port Prt (2)	Changes Chnz (2)
Accounts Acnts (3)	Ports Pts (2)	

The third person singular of the regular verbs is indicated by the addition of the letter S or Z.

EXAMPLES.

Benefit Bnft (3)	Benefits Bnfts (3)	Cure Kr (3)
Expect Xpct (2)	Expects Xpcts (2)	Cures Krz (3)
Hear Hr (3)	Hears Hrz (3)	

The imperfect tense of the regular verb is indicated by the addition of the letter D.

EXAMPLES.

Form Frm (1)	Concern Cncrn (2)
Formed Frmd (1)	Concerned Cncrnd (3)

CONCLUSION.

When the student has completed the course of lessons given in the preceding pages; he is ready to begin to put into practice what he has learned. He should endeavor to take notes of speeches; evidence of witnesses, or even the conversation around him, and after each exercise he must read what has been written. By continual practice in this manner it is quite possible for him to advance to a speed of from 125 to 150 words; although the average speed will be about 100 words per minute—the ordinary speed of an expert penman writing longhand is 35 words. Condensed Longhand offers great inducements to a vast number of people, to write shorthand; who have not the time to devote to the study of stenography. Notice and you will find, there are many persons who give plenty of valuable time to an endeavor to acquire the art of stenography. But among the number there are very few who arrive at success. Every one can, with diligent and careful study, reach a certain point, a certain speed; but beyond this they cannot pass. Let any one, who is acquainted with stenography, look at the note book of a professional stenographer. I venture to say he will find very few forms on a page which are drawn correctly, according to the rules of the system written. The writer will acknowledge they are wrong, but he will say he can remember what was intended, and can easily read the outlines. The men engaged in this profession of verbatim reporters are men possessed of extraordinary memories; they frequently remember what was said without having any signs written whatever; as, for instance, reporters on the daily press writing up interviews. But for ordinary people who have no such gift, or training, yet who wish to save time and labor, and who have very few spare moments for study, and wish to reach a result in a short time, Condensed Longhand is the only sensible system of Shorthand. This work has been compressed from its original 200 pages to the present compact form in small type; for the purpose of issuing the most convenient volume Everything except what was absolutely necessary to present; has been omitted. Munson's Phonographic Dictionary published by Mr. James E. Munson, of New York, contains the abbreviations for all the words in the English language. Although it is a Stenographic Dictionary, the forms are printed in type and are exactly the same as those used in Condensed Long-hand, (with a few exceptions, as when a vowel begins a word.) The book will be found of great assistance in determining the abbreviation or position of a doubtful word.

As compared with any of the systems of stenography the present mode of writing Longhand results in the waste of about three-fourths of the vast amount of time and labor devoted to its use. It is quite unnecessary to speak of the tediousness of Long-hand; every writer who has used it to any considerable extent is convinced that it is exceedingly irksome. Its cumbersomeness has long ago led to the devising of numerous shorthand systems to save time and labor. Mr. Andrew J. Graham was the first to publish a system of abbreviations many years ago. But his system was founded exclusively on theory. Not being successful, it performed at least one good and that was, the suggesting of many changes which were discovered afterward to be of value in practice. The present system is altogether practical and is a saving of a great amount of life exhausting labor. After a careful investigation it has been proved; that with the use of Condensed Longhand, a saving of fifty per cent is effected, and the legibility of the writing is unchanged.

A GUIDE TO A PRACTICAL ACQUAINTANCE
WITH THE ART OF

CONDENSED LONG-HAND,

BY MEANS OF WHICH THE PRINCIPAL ADVANTAGES OF SHORT-HAND ARE SECURED WITHOUT RESORT TO STENOGRAPHIC CHARACTERS AND WITH PERFECT LEGIBILITY,

BY EUGENE BENETT.

"Who that is much in the habit of writing, has not often wished for some means of expressing by two or three dashes of the pen, that which as things are, it requires such an expenditure of time and labor to commit to paper? Our present mode of communication must be felt to be cumbersome in the last degree, unworthy of these days of invention; we require some means of bringing the operations of the mind, and of the hand, into closer correspondence. The brightest thoughts are often marred in the writing."

EDITION OF 25,000.

NEW YORK:
J. PRICE, PRINTER,
62 DUANE STREET

1884.

CONDENSED LONG-HAND.

Condensed Longhand impresses all with an admiration of its simplicity and truthfulness; hundreds and thousands have studied it so far as to be able to correspond in it. It is by far the most philosophical, and in many important respects, the most useful system of shorthand ever devised. Such a railway system of writing enables the pen to keep pace with the rapid conception of thought, on a very simple, yet, entirely scientific basis. A railroad method of communicating thought; a railroad by reason of its expedition, a railroad by reason of its ease; it is so clear as to be easily learned by every one of ordinary capacity, and the public benefits to be derived from it are entirely incalculable. It is the only mode at once philosophical and practical of writing language by abbreviations accurately representing the elements of which all language is composed.

In these days of general acceleration, its universal use would be a great benefit to the whole civilized world. It can be written with pleasure and comfort, and Business Men, Lawyers, Doctors, Students, in fact all who have much writing to do, will find in this system of Condensed Longhand, which has been proved by years of daily practice an inestimable improvement. With it, three hours work can be done in one, and much unnecessary labor and energy saved. While Lawyers, Students, Reporters or others who desire to commit testimony or a lecture to writing will find it all that is needful for the purpose, making them equal to the generality of stenographers. Requiring such little time to master it will commend itself to everyone. Its principles are the same as stenography, and for this reason alone Condensed Longhand is bound to come into general use.

LIBRARY OF CONGRESS
0 027 275 568 1